General Format: This proposal is to be typed, 12 point font, Times Roman, Calibri, or similar, and printed one-sided. Number all pages. Label and number your response to each task as labeled and numbered in the instructions. Grammar and spelling count, too. Use complete sentences. Proofread.

Written Proposal Table of Contents (100 points possible)

Cover Page: Be sure each team member’s name is on the cover page, typed and signed. Indicate which member is the team leader. Give the project a title.

Pages 1 – 4: Answers to Tasks 1 – 4 are to be no longer than 4 pages.

Page 5: Task 5: Project Summary Sheet (blank form is attached)

Page 6: Task 6: Estimated project budget (blank form is attached)

Page 7: Self-assessment form (blank form is attached)

Pages 8 on: Appendix: Questionnaire (if appropriate)

Appendix: Mock sample of values

Appendix: Mock-up of graphs

(Label and number your appendices, as appropriate, referring to them as you address Tasks 1-4.)

Task 1 (10 points) The question to be studied:

A. (5 points) What question do you propose to study?

B. (5 points) Of what use is the study of your question (and to whom)?

\*C. If your project is to be done on the premises of any company or any college, university, school, or State of Florida department, you must have the permission of its manager before submitting the proposal.

i. Is your project being done on the premises of a company or any college, university, school, or State of Florida department?

ii. If yes, what is its name and location?

iii. What is the name, title, address, and phone number of the manager who approved your project?

Task 2 (16 points) The statistical questions:

A. (4 points) What is the target population of individuals (people, places, or things) which you want to study to address the question discussed in part 1? What is the actual population that you will study? Be sure to specify:

i. What one individual is,

ii. The location of your population of individuals in time and space,

iii. The value of N if it is known or an estimate of it if it is unknown.

B. (4 points) What variables (at least two) will you measure on each individual? For each variable,

i. indicate whether it is numerical or categorical, and

ii. give the minimum and maximum you expect to observe if numerical or its list of possible values if categorical.

C. (4 points) Describe the actual population of values by stating the number of rows and the number of columns it would have. For example, 12,000 rows X 2 columns.

D. (4 points) What parameters of this actual population of values are of interest to you? Name at least 2. Your study will produce statistics that are estimates of these parameters. What values do you predict you will see for these statistics when your study is complete? Give numerical values, not “large” or “small.”

Task 3 (24 points) Data Collection plans:

DO NOT START COLLECTING DATA UNTIL YOUR PROJECT HAS BEEN APPROVED BY YOUR STATISTICS INSTRUCTOR.

A. (10 points) Sampling Process:

A project requirement is that you do random sampling or approximately random sampling to obtain your sample of at least 125 individuals. Describe how you will do this.

i. What kind of sampling process will you use?

ii. How will you select the individuals in your sample?

iii. How will you avoid bias in your sampling process?

B. (10 points) Measurement Process:

i. How will you measure your variables?

ii. How will you obtain as much reliability and as little bias as possible?

iii. If data are collected by more than one observer/data gatherer/team member, how will you verify that all of you are measuring in the same way throughout your study?

iv. How will you keep track of nonresponse frequency and characteristics of nonrespondents?

v. Are you using a questionnaire?

\* IF YOU PLAN TO USE A QUESTIONNAIRE,

\*describe how you will get it to your sampled individuals.

\*If you propose to gather data directly from people by telephone interview, face-to-face interview, or some other method, describe explicitly how you will approach these individuals and what you will say to them.

\*Give a verbatim script in an appendix.

\*Include a copy of your questionnaire in an appendix.

C. (4 points) Sample of Values:

i. Describe the sample of values you will obtain by stating the number of rows and the number of columns there will be in the data set.

ii. Present in an appendix a mock-up of either all or part of your sample of values, giving numbers and categorical responses such as might result from your study.

Task 4 (12 points) Data analysis plans:

A. (4 points) What graphs do you plan to use? Be specific. State what graphs you will use with what variables. At least two graphs are required. (Both may be the same type of graph.) Present in an appendix a computer-drawn mock-up of each graph (using the mock-up data from answer 3C) you propose to use, with the axes labelled and the graph titled.

B. (4 points) What numerical descriptive statistics do you plan to compute for what variables? Basic descriptive statistics that measure center and variation are required for each numerical variable. For categorical variables, present proportions in categories.

C. (4 points) What information relative to your question posed in 1A will be yielded by each of the graphs and numerical descriptive statistics that you propose to produce?

Task 5 (18 points) Project Summary Sheet: Complete the form.

Task 6 (5 points) Estimated Project Budget: Complete the form with the names of each team member across the top. Fill in the amount of time and money (if any) that each team member estimates he or she will spend on each project activity. Include estimates of other resources to be expended on your project and who will supply them.

Task 7 (5 points) Self-Assessment Form: Complete the form, one form per team member.

Task 8 (10 points) Oral Presentation in class: Each team member speaking earns credit for this six-minute or less presentation. The following questions are to be addressed:

1. What question do you propose to study?

What is the potential benefit of your study?

2. What variables will you measure?

3. What actual population of individuals (people, places, or things) will you study?

4. How will you select your sample of individuals?

5. How will you measure your variables on the selected individuals?

6. a. What graphs do you plan to construct?

b. What numerical descriptive statistics do you plan to compute?

7. What is your current prediction of what you will learn from the results of part 6?

Coaching for presentations will follow in a separate document.